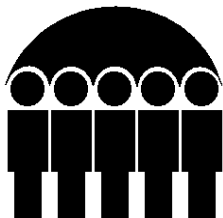


August 17, 2004

Employees' Manual
Title 11
Chapter A Appendix

ADMINISTRATIVE LEVY

APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
470/3170, Asset Verification Request.....	1
470-3188, Administrative Levy Notice to Obligor.....	2
470-3188CC, Administrative Levy Notice to Obligor Clerk of Court Copy	3
470-3189, Administrative Levy Notice to Financial Institution.....	4
470-3190, Proof of Service of Administrative Levy	6
470-3207, Administrative Levy Notice to Joint Owner.....	8
470-3207CC, Administrative Levy Notice to Joint Owner Clerk of Court Copy	9
470-3208, Notice of Decision Regarding Administrative Levy Challenge.....	10
470-3338, Notice of Challenge to Administrative Levy.....	12
S479H662, Performance Measures Report.....	13
S479H988-A, Levy Challenge Review Report.....	15
S479J028-A, Financial Institution Data Match Statistics Report	16
S479J044-A, Financial Institution Report by Name.....	18
S479J044-B, Financial Institution Report by TIN.....	19
S479J052-A, Monthly Admin Levy Collections Report	20
S479J283, Admn Levy Asset Status Report by Worker.....	22
S479J290-A, Financial Institution Levies Totals.....	23

470/3170, Asset Verification Request

Purpose	Use form 470-3170, <i>Asset Verification Request</i> , to request verification of the obligor's asset information from the financial institution.
Source	<p>Generate the form by entering either a "Y" or "R" in the VERIFICATION LETTER SENT field on the ASSET screen.</p> <p>ICAR generates this form through a batch process; the form is mailed directly from central office. ICAR combines verification requests for more than one obligor at the same financial institution into one form.</p>
Completion	<p>Complete this form before initiating the administrative levy process when the assets are unknown or during the administrative levy process when further verification of the assets is required.</p> <p>ICAR automatically enters the data into the form. The financial institution completes the form and returns the form to EPICS.</p>
Distribution	Central office sends the form to the financial institution by first-class mail.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Date generated (current date).◆ Financial institution's name and address.◆ EPICS' address and telephone number.◆ Financial institution's federal tax identification number.◆ Obligor's name, SSN, and ICAR case numbers.◆ Obligor's financial account numbers.

470-3188, Administrative Levy Notice to Obligor

Purpose	<p>Use form 470-3188, <i>Administrative Levy Notice to Obligor</i>, to provide notice to the obligor that the Unit is initiating an administrative levy action. This form also:</p> <ul style="list-style-type: none">◆ States that an administrative levy notice has been sent to the financial institution.◆ Instructs the obligor on how to file an administrative challenge to the levy action.
Source	<p>ICAR automatically generates two copies of this form to EPICS through a batch process two working days after generating form 470-3189, <i>Administrative Levy Notice to Financial Institution</i>.</p> <p>ICAR displays a “Y” in the LEVY NOTICE TO OBLIGOR field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.</p>
Completion	<p>ICAR automatically enters the data into the form.</p>
Distribution	<p>ICAR generates two copies of this form. Send one copy to the obligor by first-class mail. Image the first page of the second copy, then shred.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Worker’s name.◆ Date the form is mailed (mail date).◆ ICAR case numbers.◆ Obligor’s name and address.◆ Unit’s address and telephone number.◆ Financial institution’s name and address.◆ Obligor’s financial account numbers.◆ Obligor’s social security number.◆ Dollar amount of the levy (amount of support owed).

470-3188CC, Administrative Levy Notice to Obligor Clerk of Court Copy

Purpose	Use form 470-3188CC, <i>Administrative Levy Notice to Obligor Clerk of Court Copy</i> , to provide to the clerk of court for filing in the obligor's court file. Confidential information is removed from this form to prevent it from becoming part of the public record.
Source	ICAR automatically generates this form along with form 470-3188, <i>Administrative Levy Notice to Obligor</i> .
Completion	ICAR automatically enters the data into the form.
Distribution	ICAR generates one copy of this form for each court order on each of the obligor's cases subject to the administrative levy. Send this form to the clerk of court in each county in which the obligor has a support order. No return copy is required.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Worker's name.◆ Date the form is mailed (mail date).◆ ICAR case numbers.◆ Obligor's name.◆ Unit's address and telephone number.◆ Financial institution's name and address.◆ Dollar amount of the levy (amount of support owed).

470-3189, Administrative Levy Notice to Financial Institution

Purpose	Use form 470-3189, <i>Administrative Levy Notice to Financial Institution</i> , to request the financial institution place a levy against the obligor's assets.
Source	Enter a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen to generate the form. ICAR generates this form to EPICS through a batch process.
Completion	<p>Complete this form when initiating an administrative levy against the obligor's assets.</p> <p>ICAR automatically enters the data into the form. Sign the form before mailing it. The financial institution completes the <i>Administrative Levy Payment Coupon</i> and remits to the Collection Services Center (CSC) with the levy payment.</p>
Distribution	ICAR generates two copies of this form. Sign both copies. Mail one copy to the financial institution by first-class mail. Image the second copy, then shred. Note: Do not file a copy of this form with the clerk of court. File a copy only when you receive a district court challenge.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Obligor's name.◆ Obligor's social security number.◆ Date the form is mailed (mail date).◆ Obligor's financial account numbers.◆ ICAR case numbers.◆ Financial institution's name and address.◆ Unit's address and telephone number.◆ Dollar amount of the levy (amount of support owed).

ICAR enters the following information on the attached *Administrative Levy Payment Coupon*:

- ◆ Obligor's name.
- ◆ Obligor's social security number.
- ◆ Dollar amount of support owed.
- ◆ ICAR case numbers.
- ◆ Financial institution's name and address.
- ◆ Financial institution's federal tax identification number (TIN).

470-3190, Proof of Service of Administrative Levy

Purpose	<p>Use form 470-3190, <i>Proof of Service of Administrative Levy</i>, to document that the Unit served the administrative levy notices to the identified parties. This form:</p> <ul style="list-style-type: none">◆ Lists the names of the parties to whom the administrative levy notices were sent.◆ Lists the name and address of the financial institution subject to the administrative levy.◆ Documents the date each respective notice was served.
Source	<p>ICAR automatically generates this form along with form 470-3188, <i>Administrative Levy Notice to Obligor</i>, to EPICS through a batch process.</p>
Completion	<p>ICAR automatically enters the data into the form. Sign the form prior to mailing.</p>
Distribution	<p>ICAR generates two copies of this form for each court order on each of the obligor's cases subject to the administrative levy. Sign both copies of each "set" of forms and send each set to the appropriate clerk of court. Instruct the clerk of court to:</p> <ul style="list-style-type: none">◆ File-stamp both copies of the notice.◆ Retain one file-stamped copy in the court file.◆ Return the other file-stamped copy to your office. <p>Image the file-stamped copy once received, then shred.</p>

Data

ICAR enters the following information:

- ◆ Court order county name.
- ◆ Petitioner's name.
- ◆ Respondent's name.
- ◆ Court order number.
- ◆ Day, month, and year form 470-3189, *Administrative Levy Notice to Financial Institution*, was served upon the financial institution.
- ◆ Day, month, and year form 470-3188, *Administrative Levy Notice to Obligor*, was served upon the obligor.
- ◆ Day, month and year form 470-3207, *Administrative Levy Notice to Joint Owner*, was served upon the joint owner (if applicable).
- ◆ Obligor's name.
- ◆ Joint owner's names, if applicable.
- ◆ Financial institution's name and address.
- ◆ ICAR case numbers.
- ◆ Worker's name.
- ◆ Worker's personal identification number (PIN).
- ◆ Unit's address and telephone number.
- ◆ Date generated (current date).

470-3207, Administrative Levy Notice to Joint Owner

Purpose	<p>Use form 470-3207, <i>Administrative Levy Notice to Joint Owner</i>, to provide notice to the joint owner that the Unit is initiating an administrative levy action against the obligor. This form also:</p> <ul style="list-style-type: none">◆ States that an administrative levy notice has been sent to the financial institution.◆ Instructs the joint owner on how to file an administrative challenge to the administrative levy action.
Source	<p>ICAR automatically generates two copies of this form to EPICS through a batch process two working days after generating form 470-3189, <i>Administrative Levy Notice to Financial Institution</i>.</p> <p>ICAR displays a “Y” in the NOTICE TO JOINT OWNER field on the ADMLEVY screen.</p>
Completion	<p>ICAR automatically enters the data into the form.</p>
Distribution	<p>ICAR generates two copies of this form. Send one copy to the joint owner by first-class mail. Image the first page of the second copy, then shred.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Worker’s name.◆ Date the form is mailed (mail date).◆ ICAR case numbers.◆ Joint owner’s name and address.◆ Unit’s address and telephone number.◆ Obligor’s name.◆ Financial institution’s name and address.◆ Obligor’s financial account numbers.◆ Dollar amount of the levy (amount of support owed).

470-3207CC, Administrative Levy Notice to Joint Owner Clerk of Court Copy

Purpose	Use form 470-3207CC, <i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i> , to provide to the clerk of court for filing in the obligor's court file. Confidential information is removed from this form to prevent it from becoming part of the public record.
Source	ICAR automatically generates this form along with form 470-3207, <i>Administrative Levy Notice to Joint Owner</i> .
Completion	ICAR automatically enters the data into the form.
Distribution	ICAR generates one copy of this form for each court order on each of the obligor's cases subject to the administrative levy. Send this form to the clerk of court in each county in which the obligor has a support order. No return copy is required.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Worker's name.◆ Date the form is mailed (mail date).◆ ICAR case numbers.◆ Joint owner's name.◆ Unit's address and telephone number.◆ Obligor's name.◆ Financial institution's name and address.◆ Dollar amount of the levy (amount of support owed).

470-3208, Notice of Decision Regarding Administrative Levy Challenge

Purpose	<p>Use form 470-3208, <i>Notice of Decision Regarding Administrative Levy Challenge</i>, to inform the respective parties of the outcome of the administrative levy challenge. This form:</p> <ul style="list-style-type: none">◆ States the basis for the challenge.◆ Gives the disposition of the administrative review of the facts, or of the district court hearing.◆ Informs the obligor and joint owner on how to file a district court challenge to the decision (if the decision is being returned on an administrative challenge).
Source	<p>Generate this form by making one of the following entries on the ADMLEVY screen. Enter:</p> <ul style="list-style-type: none">◆ The current date in the LEVY RELEASED DATE field, or◆ An “R” (revise) or “U” (uphold) in the N.O.D. TO OBLIGOR & FI (R/U) field. <p>ICAR displays separate versions of this form (to the obligor; the joint owner, if applicable; and the financial institution).</p>
Completion	<p>Complete this form either when the Unit reaches a decision regarding the administrative challenge or the district court reaches a decision regarding the district court challenge.</p> <p>ICAR automatically enters the data into the form, except for the optional paragraphs regarding the decision, which you must enter.</p>
Distribution	<p>ICAR generates one copy (original) of this form to each respective party (the obligor, the joint owner, if applicable, and the financial institution). You must:</p> <ul style="list-style-type: none">◆ Make three additional photocopies.◆ Send the original to each of the parties by first-class mail.◆ Place one copy of each form in the case file.◆ Send two copies of each form to the clerk of court for filing.

Instruct the clerk of court to:

- ◆ File-stamp each copy.
- ◆ Retain one copy of each file-stamped form in the court file.
- ◆ Return the remaining file-stamped copies of each form to your office.

When you receive the file-stamped copies of the notices from the clerk of court, place them in the case file and discard the copies that you retained earlier.

Note: Do **not** send a copy to the financial institution when making a decision on an administrative challenge **until**:

- ◆ 10 working days have passed since you generated the form, and
- ◆ The obligor or joint owner has not filed a district court challenge.

Data

ICAR enters the following information (dependent upon whether you are generating the form to the obligor; joint owner, if applicable; or financial institution):

- ◆ Date generated (current date).
- ◆ Obligor's/joint owner's/financial institution's name and address.
- ◆ Unit's address and telephone number.
- ◆ Worker's name.
- ◆ ICAR case numbers.
- ◆ "Re:" (financial institution's name/obligor's name).
- ◆ Obligor's social security number.

You enter the following information:

- ◆ Basis for the challenge.
- ◆ Unit's or district court's decision regarding the challenge.
- ◆ Court order county (handwritten).
- ◆ Court order number (handwritten).

470-3338, Notice of Challenge to Administrative Levy

Purpose	Use form 470-3338, <i>Notice of Challenge to Administrative Levy</i> , to inform the financial institution that the obligor or joint owner filed a challenge to the administrative levy action. This form instructs the financial institution to continue to encumber the obligor's assets and to take no further action until further notice from the Unit.
Source	<p>Generate this form by entering the following on the ADMLEVY screen:</p> <ul style="list-style-type: none">◆ The date you receive the challenge in the CHALLENGE FILED DATE field.◆ "ADM" in the TYPE field.
Completion	<p>Complete this form when you receive an administrative challenge to the administrative levy action.</p> <p>ICAR automatically enters the data into the form.</p>
Distribution	Send the form to the financial institution by first-class mail or fax.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case numbers.◆ Date generated (current date).◆ Financial institution's name and address.◆ Unit's address.◆ Obligor's name.◆ Obligor's social security number.◆ Worker's name and telephone number.

S479H662, Performance Measures Report

Purpose	This monthly <i>Performance Measures Report</i> shows the statistics for the administrative levy program.
Source	ICAR generates this report through batch processing on the last working day of the reporting month.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>The first line under each column is the total number of occurrences for the specified month. The YTD line is the total number of occurrences year-to-date (beginning July 1).</p> <p>FIDM LOADED ASSETS: This field indicates the number of assets loaded by ICAR and provided through the financial institution data match (FIDM).</p> <p>ASSET BAL >100,000: This field indicates the number of FIDM assets ICAR loaded with a balance of \$100,000 or more.</p> <p>FIDM LOADED W/JOINT: This field indicates the number of FIDM assets ICAR loaded with a joint owner.</p> <p># OF CERT FIDM ONLY: This field indicates the number of cases ICAR certified to OCSE for FIDM-only enforcement.</p> <p># DECERT FIDM ONLY: This field indicates the number of cases ICAR decertified to OCSE for FIDM-only enforcement.</p> <p># NOTICE TO FIN INST: This field indicates the number of times ICAR generated form 470-3189, <i>Administrative Levy Notice to Financial Institution</i>.</p> <p># ADMINIST CHALLENGE: This field indicates the number of administrative challenges received.</p> <p># DISTRICT CRT CHALL: This field indicates the number of district court challenges received.</p>

CHALLENGES RELEASE: This field indicates the number of challenges (both administrative and district court) that were released.

CHALLENGES REVISED: This field indicates the number of challenges (both administrative and district court) that were revised.

CHALLENGES UPHELD: This field indicates the number of challenges (both administrative and district court) that were upheld.

MEET LEVY CRITERIA: This field indicates the number of cases meeting the administrative levy criteria.

LEVYEND BAL <100: This field indicates the number of administrative levies ICAR process-ended (entered the current date in the PROCESS ENDED DATE field on the Administrative Levy (ADMLEVY) screen.

JOINT OWNER GEN: This field indicates the number of times ICAR generated form 470-3207, *Administrative Levy Notice to Joint Owner*.

LEGAL NOTICE GEN: As of July 1, 2006, this field displays zeros in both the monthly and year-to-date totals.

Before July 1, 2006, this field indicated the number of times ICAR generated form 470-3187, *Legal Notice of Administrative Levy*. The Unit stopped generating this form on December 14, 2005, so beginning January 2006, ICAR displayed a zero for the monthly total.

OBLIG NOTICE GEN: This field indicates the number of times ICAR generated form 470-3188, *Administrative Levy Notice to Obligor*.

WORKER ENDS LEVY: This field indicates the number of administrative levies workers process-ended (entered the current date in the PROCESS ENDED DATE field on the ADMLEVY screen) on ICAR.

FIDM ADDVER UPDATE: This field indicates the number of FIDM-reported obligor addresses ICAR loaded to the ADDVER screen.

FIDM PAYOR UPDATE: This field indicates the number of FIDM-reported obligor addresses ICAR loaded to the PAYOR screen.

S479H988-A, Levy Challenge Review Report

Purpose	This monthly <i>Levy Challenge Review Report</i> displays cases with a current administrative or district court challenge in process on the ADMLEVY screen.
Source	ICAR generates this report through batch processing on the third Friday of the reporting month.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>CASE NUMBER: This field displays the ICAR case number.</p> <p>PAYOR NAME: This field displays the obligor's last name, first name and middle name.</p> <p>CHALLENGE FILED DATE: This field displays the date you received the obligor's administrative or district court challenge.</p> <p>FINANCIAL INSTITUTION'S NAME: This field displays the name of the financial institution subject to the challenge.</p> <p>TOTAL CHALLENGES: This field displays the total number of challenges (by financial institution) on the report.</p> <p>TOTAL CASES: This field displays the total number of cases on the report.</p>

S479J028-A, Financial Institution Data Match Statistics Report

Purpose	This monthly <i>Financial Institution Data Match Statistics Report</i> shows the statistics for both in-state and multi-state administrative levies.
Source	ICAR generates this report through batch processing on the third Friday of each month following the end of the reporting period.
Distribution	This report is distributed only to central office. The report format is a paper laser printout.
Data	<p>IN STATE: This column indicates the total number of data elements associated with assets reported through in-state FIDM (ISFIDM).</p> <p>MULTI STATE: This column indicates the total number of data elements associated with assets reported through multi-state FIDM (MSFIDM).</p> <p>XXFIDM: This column indicates the total number of data elements associated with assets reported through either ISFIDM or MSFIDM and in which ICAR is unable to determine which asset was the basis for the particular data.</p> <p>OTHER: This column indicates the total number of data elements associated with assets reported from a source other than ISFIDM or MSFIDM.</p> <p>NUMBER OF OBLIGORS MATCHED TO ACCOUNTS: This field indicates the total number of obligors ICAR matched to assets reported through either ISFIDM or MSFIDM.</p> <p>NUMBER OF MATCHED ACCOUNTS: This field indicates the total number of accounts ICAR matched to obligors for assets reported through either ISFIDM or MSFIDM.</p>

NUMBER OF OBLIGORS QUALIFYING FOR ADMIN LEVY ACTION: This field indicates the total number of obligors who met administrative levy criteria.

NUMBER OF QUALIFIED OBLIGORS WITH ACCOUNT BALANCES: This field indicates the total number of obligors who met administrative levy criteria and who had assets with a reported balance.

AVERAGE VALUE OF ACCOUNTS FOR QUALIFIED OBLIGORS: This field indicates the total average dollar value of the accounts for all qualifying obligors.

NUMBER OF ADMIN LEVIES ISSUED: This field displays the total number of administrative levies ICAR sent to financial institutions.

NUMBER OF ADMIN LEVY PAYMENTS RECEIVED: This field indicates the total number of administrative levy payments (source code LVY) ICAR processed.

AVERAGE AMOUNT ACTUALLY SEIZED PER LEVY: This field indicates the total average dollar amount of administrative levy payments (source code LVY) ICAR processed.

S479J044-A, Financial Institution Report by Name

Purpose	This monthly <i>Financial Institution Report by Name</i> lists the ISFIDM financial institutions (“IS” in the INST TYPE field) on the FIMAIN database in alphabetical order and indicates whether the financial institution submitted a FIDM file for the respective fiscal year quarter.
Source	ICAR generates this report through batch processing on the third Friday of each month following the end of the reporting period.
Distribution	This report is distributed to central office only. The report format is a paper laser printout.
Data	<p>FINANCIAL INSTITUTION NAME: This field displays the financial institution’s name.</p> <p>FEDERAL TAX ID: This field displays the financial institution’s federal tax identification number (TIN).</p> <p>FY XX QTR 1: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 2: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 3: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 4: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>TOTAL FINANCIAL INSTITUTIONS TRANSMITTING: This field indicates:</p> <ul style="list-style-type: none">◆ The total number of financial institutions submitting an FIDM file within the specified month for the particular quarter.◆ The total number of FIDM files received and processed within the specified month for the particular quarter.

S479J044-B, Financial Institution Report by TIN

Purpose	This monthly <i>Financial Institution Report by TIN</i> lists the ISFIDM financial institutions (“IS” in the INST TYPE field) on the FIMAIN database in order by tax identification number (TIN) and indicates whether the financial institution submitted a FIDM file for the respective fiscal year quarter.
Source	ICAR generates this report through batch processing on the third Friday of each month following the end of the reporting period.
Distribution	This report is distributed only to central office. The report format is a paper laser printout.
Data	<p>FINANCIAL INSTITUTION NAME: This field displays the financial institution’s name.</p> <p>FEDERAL TAX ID: This field displays the financial institution’s federal tax identification number (TIN).</p> <p>FY XX QTR 1: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 2: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 3: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>FY XX QTR 4: This field indicates the number of FIDM files received from the financial institution and processed within the quarter.</p> <p>TOTAL FINANCIAL INSTITUTIONS TRANSMITTING: This field indicates:</p> <ul style="list-style-type: none">◆ The total number of financial institutions submitting an FIDM file within the specified month for the particular quarter.◆ The total number of FIDM files received and processed within the specified month for the particular quarter.

S479J052-A, Monthly Admin Levy Collections Report

Purpose	This <i>Monthly Admin Levy Collections Report</i> lists the administrative levy collections for the specified month.
Source	ICAR generates this report through batch processing on the last day of the reporting month.
Distribution	This report is distributed only to central office. The report format is a paper laser printout.
Data	<p>CASE NBR: This field displays the case number of the levy payment.</p> <p>RECEIPT DTE: This field displays the receipt date of the levy payment as displayed on the PAYHIST screen.</p> <p>DISTRIB DTE: This field displays the distribution date of the levy payment as displayed on the PAYHIST screen.</p> <p>SOURCE CODE: This field displays the source code of the levy payment (this field is always “LVY”).</p> <p>DISTRIB A/T: This field displays the distribution account type of the levy payment as displayed on the PAYHIST screen.</p> <p>CASE A/T: This field displays the case account type as displayed in the CURRENT ACCT TYPE field on the CASE screen.</p> <p>WRKR ID: This field displays the worker ID as displayed in the ICAR CASE WRKR ID field on the CASE screen.</p> <p>AMOUNT: This field displays the dollar amount of the levy payment as displayed on the PAYHIST screen.</p> <p>FIDM ONLY CERT DATE: This field displays the date (CCYYMMDD) ICAR certified the FIDM-only case to OCSE for inclusion in the MSFIDM program.</p>

TOTAL FOR ACCOUNT TYPE XX: This field indicates the total dollar amount of levy collections for the specified distribution account type.

TOTAL LEVY COLLECTIONS: This field indicates the total dollar amount of levy collections.

AMOUNT UNDISTRIBUTED: This field indicates the total dollar amount of levy collections not allocated to a distribution account type (this total is *not* included in the TOTAL LEVY COLLECTIONS).

FIDM ONLY AMOUNT: This field indicates the total dollar amount of levy collections attributable to the FIDM-only process (this total is *included* in the TOTAL LEVY COLLECTIONS).

S479J283, Admn Levy Asset Status Report by Worker

Purpose	This monthly <i>Admn Levy Asset Status Report by Worker</i> displays assets that have been in “hold” status for five or more days as of the date ICAR runs the report.
Source	ICAR generates this report through batch processing on the third Friday of the reporting month.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>SOC SEC #: This field displays the obligor’s social security number.</p> <p>SOURCE: This field displays the source of the asset. “ISFIDM” indicates an in-state FIDM asset. “MSFIDM” indicates a multi-state FIDM asset.</p> <p>CASE #S: This field displays the obligor’s ICAR case number(s).</p> <p>SDATE: This field displays the date ICAR loaded the asset on the ASSET screen.</p> <p>ACCT TYPE/AMOUNT: This field displays the account type and dollar amount of the asset.</p> <p>WORKER ID (NOT LABELED): This field displays the worker number from the ICAR CASE WRKR ID field on the CASE screen. The worker ID number precedes the obligor’s social security number for each asset.</p> <p>TOTALS: This field displays the total number of assets in “hold” for the worker.</p> <p>REPORT TOTALS: This field displays the total number of assets in “hold” on the report.</p> <p>ASSETS UPDATED BY ICAR: This field displays the total number and percentage of assets on the report last updated by ICAR.</p> <p>ASSETS UPDATED BY WORKER: This field displays the total number and percentage of assets on the report last updated by the worker.</p>

S479J290-A, Financial Institution Levies Totals

Purpose	This quarterly <i>Financial Institution Levies Totals</i> report shows the total number of administrative levies sent to the financial institutions contained on the FIMAIN database.
Source	ICAR generates this report through batch processing on the last day of the fiscal quarter.
Distribution	This report is distributed only to central office. The report format is a paper greenbar printout.
Data	<p>FEDERAL ID NUMBER: This field displays the financial institution's federal tax identification number (TIN).</p> <p>INSTITUTION NAME: This field displays the financial institution's name.</p> <p>CITY: This field displays the city in which the financial institution is located.</p> <p>LEVIES YTD: This field displays the total number of administrative levies ICAR sent to the particular financial institution year-to-date (based on the state fiscal year).</p> <p>LEVIES TOTAL: This field displays the cumulative number of administrative levies ICAR sent to the particular financial institution since October 25, 2001.</p> <p>TOTAL: This field displays the total number of administrative levies ICAR sent for both the LEVIES YTD and LEVIES TOTAL columns.</p>



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 17, 2004

GENERAL LETTER NO. 11-A-AP-1

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter A, **ADMINISTRATIVE LEVY APPENDIX**, Title page, new; Contents (page 1), new; pages 1 through 25, new; and the following new forms and reports:

470/3170	<i>Asset Verification Request</i>
470-3187	<i>Legal Notice of Administrative Levy</i>
470-3187CC	<i>Legal Notice of Administrative Levy Clerk of Court Copy</i>
470-3188	<i>Administrative Levy Notice to Obligor</i>
470-3188CC	<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i>
470-3189	<i>Administrative Levy Notice to Financial Institution</i>
470-3190	<i>Proof of Service of Administrative Levy</i>
470-3207	<i>Administrative Levy Notice to Joint Owner</i>
470-3207CC	<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i>
470-3208	<i>Notice of Decision Regarding Administrative Levy Challenge</i>
470-3338	<i>Notice of Challenge to Administrative Levy</i>
S479H662	<i>Performance Measures Report</i>
S479J028-A	<i>Financial Institution Data Match Statistics Report</i>
S479J044-A	<i>Financial Institution Report by Name</i>
S479J044-B	<i>Financial Institution Report by TIN</i>
S479J052-A	<i>Monthly Admin Levy Collections Report</i>
S479J290-A	<i>Financial Institution Levies Totals</i>

Summary

This appendix includes system-generated forms and reports pertinent to the administrative levy process. It also includes instructions for the generation and distribution of each form.

Effective Date

Immediately.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 3, 2006

GENERAL LETTER NO. 11-A-AP-2

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter A, **ADMINISTRATIVE LEVY APPENDIX**, Contents (page 1), revised; pages 2 through 23, revised; and the following forms and reports:

470-3188	<i>Administrative Levy Notice to Obligor</i> , corrected
470-3188CC	<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i> , corrected
470-3189	<i>Administrative Levy Notice to Financial Institution</i> , corrected
470-3190	<i>Proof of Service of Administrative Levy</i> , corrected
470-3207	<i>Administrative Levy Notice to Joint Owner</i> , corrected
470-3207CC	<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i> , corrected
S479H988-A	<i>Levy Challenge Review Report</i> , new
S479J283	<i>Admin Levy Asset Status Report by Worker</i> , new

Summary

This chapter is revised to:

- ◆ Remove the following forms due to a 2005 legislative change to no longer send the obligor advance notice of the administrative levy action:
 - 470-3187, *Legal Notice of Administrative Levy*
 - 470-3187CC, *Legal Notice of Administrative Levy Clerk of Court Copy*
- ◆ Update the form samples of the following which now include the form number and revision date, which was previously missing from the samples:
 - 470-3188, *Administrative Levy Notice to Obligor*
 - 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*
 - 470-3189, *Administrative Levy Notice to Financial Institution*
 - 470-3190, *Proof of Service of Administrative Levy*
 - 470-3207, *Administrative Levy Notice to Joint Owner*
 - 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*

- ◆ Add Report S479H988-A, *Levy Challenge Review Report*, which displays cases having a current administrative or district court challenge in process on the ADMLEVY screen.
- ◆ Add Report S479J283, *Admn Levy Asset Status Report by Worker*, which displays assets in “hold” status for five or more days from the date ICAR runs the report.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees’ Manual, Title 11, Chapter A, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	August 17, 2004
2	August 17, 2004
<i>Legal Notice of Administrative Levy</i>	No date
<i>Legal Notice of Administrative Levy Clerk of Court Copy</i>	No date
3, 4	August 17, 2004
<i>Administrative Levy Notice to Obligor</i>	No date
<i>Administrative Levy Notice to Obligor Clerk of Court Copy</i>	No date
5, 6	August 17, 2004
<i>Administrative Levy Notice to Financial Institution</i>	No date
7, 8	August 17, 2004
<i>Proof of Service of Administrative Levy</i>	No date
9, 10	August 17, 2004
<i>Administrative Levy Notice to Joint Owner</i>	No date
<i>Administrative Levy Notice to Joint Owner Clerk of Court Copy</i>	No date
11-25 *	August 17, 2004

* As forms are added and removed, existing pages are renumbered to eliminate or consolidate gaps. To accommodate these changes, the following form samples need to be refiled:

- ◆ Move form 470-3208 to follow page 10 instead of page 12.
- ◆ Move form 470-3338 to follow page 12 instead of page 14.
- ◆ Move report S479H662 to precede page 13 instead of page 15.
- ◆ Move report S479J044-B to precede page 19 instead of page 21.
- ◆ Move report S479J052-A to follow page 20 instead of page 22.
- ◆ Move report S479J290-A to precede page 23 instead of page 25.

Additional Information

Destroy existing supplies of the following forms, as they are obsolete and no longer in use:

- ◆ 470-3187, *Legal Notice of Administrative Levy*
- ◆ 470-3187CC, *Legal Notice of Administrative Levy Clerk of Court Copy*

Refer questions about this general letter to your regional collections administrator.